

# COMMONWEALTH CLYDESDALE HORSE SOCIETY AUSTRALIA Inc.

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## CCHSA BY-LAWS

for Members, Committees, Judges and Competitors.



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# PREFACE

The purpose of the following By-laws is:

- The Commonwealth Clydesdale Horse Society Australia Inc by-laws are the rules of the Society and the States that promote and conduct related activities of the Clydesdale Horse
- Regulations for State Branches
  - Commonwealth Clydesdale Horse Society Australia Inc – New South Wales Branch
  - Commonwealth Clydesdale Horse Society Australia Inc – Queensland Branch
  - Commonwealth Clydesdale Horse Society Australia Inc – South Australian Branch
  - Commonwealth Clydesdale Horse Society Australia Inc – Victorian Branch
  - Commonwealth Clydesdale Horse Society Australia Inc – Western Australian Branch
- Management of Member Issues
- Support Documentation for Conduct of Events

# DEFINITIONS

**CCHSA** Commonwealth Clydesdale Horse Society Australia Inc

**The Act** Associations Incorporation Reform Act 2012

**Branch/Branches** Commonwealth Clydesdale Horse Society Australia Inc – New South Wales Branch  
Commonwealth Clydesdale Horse Society Australia Inc – Queensland Branch  
Commonwealth Clydesdale Horse Society Australia Inc – South Australian Branch  
Commonwealth Clydesdale Horse Society Australia Inc – Victorian Branch  
Commonwealth Clydesdale Horse Society Australia Inc – Western Australian Branch

## CCHSA – BY-LAWS

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## 1.1 Objects

The Society is established for the purposes expressed in the Statement of Purposes and particularly to maintain the purity and improve the breed of Clydesdale Horses and to promote the interests of breeders of Clydesdale Horses.

## 1.2 Breed Standards

Uniformity of type has long been a marked characteristic of the Clydesdale, and there is no breed of heavy horse so famous for its quality, cleanness of joints, hardness of bone, cleanness and correct setting of hock and length and slope of pastern, whilst for action, the Clydesdale is unrivalled. The general appearance of the Clydesdale can be assessed whilst the horse is standing in the optimal position of supporting itself equally well on each leg. The Clydesdale is also observed when in motion, at walk and trot. The preferred characteristics are as follows:

**The height** of the Clydesdale horse may range to over 17 hands. When the horse is fully matured it should be evenly balanced. Viewed from the side, the body should show plenty of depth, and from the front or rear should appear broad and thick. The depth of the body, through the chest and length of leg, should be approximately the same. Such proportions allow the Clydesdale's weight to be used to the best advantage.

**Quality** in the horse is manifested especially in the bone, skin and hair. As well, the general conformation should indicate a degree of superiority. The bone of the Clydesdale should be hard and dense, with a strong, compact cellular structure. The hair or "feather" down the back of the cannon is an indication of the quality of the bone, and should be long, fine and straight.

**The head** of the Clydesdale should be in proportion to the body. The face may be straight or slightly Roman nosed. The muzzle should show thin rather than heavy lips, which should come together evenly and with a wide-open nostril. The eyes should be rather oval than round, prominent, reasonably large and have thin smooth eyelids. When the iris of the eye is colourless, the eye appears to be white with a "wall eye" as a result. The sight of such an eye is quite as good as that of having a dark coloured iris. There should be plenty of width between the eyes and the forehead should be slightly arched, tapering away above the eyes to the poll. The ears should be pointed, of medium size and thin of texture, having a covering of fine hair.

**The neck** should be of moderate length, muscular yet not too thick, arched and well laid into the shoulder. The head should merely set into the neck at the right angle. A good head, neck and shoulders denote character, giving the animal a good outlook.

**The shoulders** should be moderately sloped and provide a sufficient collar bed. The shoulders should be fairly wide, well muscled, and the top should be carried close to and tapered into the back. The arm of the Clydesdale should be comparatively short, wide and muscular. This places the leg sufficiently under the body to provide the desirable position and action. The knee, viewed from the front, should be broad and flat, tapering to the cannon and, when viewed from the side, should be straight from the shoulder to the fetlock joint. The tendon at the back of the knee should contribute to give depth and strength.

**The cannon** of the foreleg should be long, wide, lean and flat as viewed from the side. The tendons should show prominently. The long hair or "feather" should spring from the back of the tendon and not from the sides of the cannon. It should be soft to touch and straight. The fetlock should be wide, when viewed from the side, and narrow viewed from the front, fine and well directed. The pastern should be fairly long and sloping, so as to relieve concussion in the course of action.

**The foot** must be sound and healthy. A good hoof head, with wide open heels and strong quarters, is preferred, otherwise a horse may have a tendency to develop unsoundness. The feet should preferably receive attention from when the animal is a foal until it is fully matured.

### 1.2 Breed Standards (Cont.)

**The chest** of the Clydesdale should be deep, wide, low, and of large girth, indicating strong constitution with ample space for vital organs. The back should be short, broad and strongly supported, and slightly inclined upwards towards the croup. The loin should be short, wide and strongly muscled. This portion of the back should be short and as wide as possible, and the ribs long, well sprung and close together.

**The flanks** should be low and full.

**The hind quarters** are the great source of driving power. The hips should be wide, but in harmony with general body proportions, and well-muscled. The croup should be long, as seen from the side, wide as viewed from behind, and with sloping arch from the hips to the setting of the tail. It is important that the tail be attached high.

**The thigh** should be short, but heavily muscled. **The hock** is one of the most important points of the horse, as it is in this joint that the strain on the muscles, during action, is concentrated. The hock, should be broad, viewed from the side, and narrow, viewed from the rear, its point being prominent, and the joint as a whole, when viewed from the side should be well supported by a wide cannon below. The hock should be turned slightly, and close to each other, the cannon straight not 'sickle hocked' when viewed from the side. The hocks should not show fullness or swelling.

**The hind cannons**, like the front ones, should be broad when viewed from the side and thin when viewed from the front. They should be perpendicular, in line with the hind quarters. The hind fetlocks, as in the case of the front ones, should be wide, whilst the pasterns are less oblique than those of the fore legs. The hind feet are somewhat smaller than the front ones, not as round, but with good hoof heads and wide-open heels.

**The hind legs**, like the front ones, should be set into the body, not on the outside of the quarters, but well under, so that the muscles on the quarters project wider than the muscles on the thighs. The toes of the hind feet should incline slightly outward. There should be a good length from the point of the hock to the ground.

**The action of the Clydesdale** should be even, the hind and fore action should be in unison. The hind feet should be planted forward as deliberately as the fore ones, which should be evenly carried forward. At the walk, the hind foot should cover the imprint of the front foot as a minimum. Short stepping is a fault in the working horse. The hocks should be turned slightly inward. In trotting, the Clydesdale horse should bend the legs at the knees and hocks, and, from the hind view, the inside of the hooves or shoes should be seen at every step.

*Reference: An article printed in August 1928 by the CCHS in their "Horse News Annual" in relation to a description of the Clydesdale.*

### 1.3 Stud Book Entry Regulations

1. Entries for the Stud Book will only be received from financial Members of the Society on the distinct understanding that the entrant agrees to inspection, if necessary, also to pay half the cost of such inspection and to accept the decision of the Federal Council after receiving its Inspector's report.
2. All entries must be made on the Society's official forms, and must be forwarded direct to the Secretary, together with the prescribed fees.
3. The Secretary shall collect all fees payable on entries lodged and take all necessary steps within their power to certify to the correctness of such entries. Before the publication of any volume of the Stud Book, all entries shall be finally examined by an Editing Committee appointed by the Federal Council, and any queried entries shall be referred by this Committee to the Federal Council whose decision shall be final.
4. The Federal Council reserves the right to refuse any entry if deemed necessary in the interests of the Society, without assigning a reason, and also reserves the right to cancel the registration of any animal, the pedigree of which already appears in a published volume, if it is proved to its satisfaction that the information published is incorrect.

**1.3 Stud Book Entry Regulations (Cont.)**

5. The onus shall rest on the entrant in all cases of satisfying the Federal Council of the undoubted purity of all animals submitted for registration.
6. Members will be held responsible for the accuracy of all information supplied, and the Federal Council may refuse to permit any alteration to be made to any pedigree submitted for inclusion in the Stud Book, and may cancel the entry, if the particulars originally supplied are proved incorrect.
7. The Society will not be responsible for any loss or damage that may be sustained by any one through the inaccuracy, omission, alteration or cancellation of any entry.
8. The application for the registration of a stallion in the Commonwealth Clydesdale Stud Book must contain name, date of birth, colour, and an accurate description of any white markings, particulars of brands and the name and address of the breeder and present owner, in addition to the pedigree of the animal.
9. Each stallion bred in the Commonwealth must be the progeny of a registered sire (which is of “Clydesdale breeding”, as defined in Regulation 10) and his dam must be registered in the numbered section of this Society’s Stud Book. Such stallions must also have been recorded as progeny in accordance with the Regulations, if born prior to the 1<sup>st</sup> August 1985.
10. Stallions bred in Great Britain or Ireland and registered in the Clydesdale Stud Book of Great Britain and Ireland or the progeny of sire and dam so registered (born in transit) will be eligible for registration at half fee.
11. Stallions bred overseas and registered in Stud Books including the Clydesdale Stud Book of Great Britain and Ireland, must be proved to possess three (3) pure crosses of “Clydesdale breeding” (that is to say, their sire, the sire of their dam, the sire of their second dam, be of “Clydesdale breeding” as defined in the following paragraph). (Such stallions will also be accepted at half fee).
12. The term “Clydesdale breeding” means a stallion entered in the Commonwealth Clydesdale Book, or Volume 1 of the Australian Clydesdale Stud Book, or entered as a Clydesdale in Volumes 1. – X. of the Draught Horse Stud Book of Australia, or in Volumes 6, 7 and 8 of the New Zealand Draught Horse Stud Book, or bred in Great Britain, Ireland or New Zealand and registered in the Clydesdale Stud Book of Great Britain and Ireland or the New Zealand Clydesdale Stud Book.
13. The application for the registration of a gelding in the Commonwealth Clydesdale Stud Book must contain the registered name, date of birth, colour and an accurate description of any white markings, particulars of brands and the name and address of the breeder and present owner, in addition to the pedigree of the animal.
14. Each gelding bred in the Commonwealth must be the progeny of a registered sire (which is of “Clydesdale breeding”, as defined in Regulation 10) and his dam must be a registered (numbered) mare already entered in this Society’s Stud Book and must have been progeny recorded in accordance with the Regulations, if born prior to 1<sup>st</sup> August 1985.
15. Geldings bred in Great Britain or Ireland and registered in the Clydesdale Stud Book of Great Britain and Ireland will be eligible for registration.
16. Stallions castrated are eligible for transfer to the gelding register at no fee.
17. Progeny recorded colts can be adult registered directly into the gelding register, if born prior to 1<sup>st</sup> August 1985.
18. The application for the registration of a mare in the numbered section of the Commonwealth Clydesdale Stud Book must contain the name, date of birth, colour and an accurate description of any white markings, particulars of brands and the name and address of the breeder and present owner, in addition to the pedigree of the animal and a complete list of all progeny bred from her to date.
19. Each mare bred in the Commonwealth must be the progeny of a registered sire (which is of “Clydesdale breeding”, as defined in Regulation 10) and her dam must be a registered (numbered) mare already entered in this Society’s Stud Book and must have been recorded as progeny in accordance with the Regulations, if born prior to 1<sup>st</sup> August 1985.

**1.3 Stud Book Entry Regulations (Cont.)**

20. Mares bred in Great Britain or Ireland and registered in the Clydesdale Stud Book of Great Britain and Ireland, or the progeny of sire and dam so registered (born in transit) will be eligible for registration at half fee.
21. Mares bred overseas and registered in Stud Books including the Clydesdale Stud Book of Great Britain and Ireland must be proved to possess two (2) pure crosses of “Clydesdale breeding” (that is to say, their sire, the sire of their dam must be of “Clydesdale breeding”, as previously defined in the Rules). (Such mares will also be accepted at half fee).
22. The registration of any Australian-bred animal in any Stud Book published outside the Commonwealth will not be recognised by this Society, and any such animal must comply with the regulations governing registration in this Society’s Stud Book before it or its progeny will be accepted.
23. The progeny of Artificial Insemination and Embryo Transfer will be accepted by the Society as per the following.
  - (a) The Progeny of artificial insemination is permitted to be registered provided:
    - (i) The prescribed forms are completed and lodged with the Registrar
    - (ii) DNA typing of stallion, mare and progeny is carried out and is available to the Society.
    - (iii) All Donor Mares used for Embryo Transfer must be free of hereditary unsoundness and will require a CCHS Veterinarian Certificate of Soundness as per regulations for Stallions.
  - (b) The Society will not be held responsible for any loss/damage incurred by AI procedure undertaken by any veterinarian or technician listed in any publication of the Society.
  - (c) The registration of progeny by embryo transfer is permitted providing the DNA typing of the stallion, mare and progeny is carried out and is available to the Society and the Society is furnished with adequate notification of the procedure by the veterinary Surgeon involved. Up to ten (10) foal registrations per mare per breeding season is permitted.
24. A maximum of 20 foals can be registered by one stallion in a breeding season.
25. All eligible animals imported from overseas must (on arrival) be registered in this Society’s Stud Book, and the application must be accompanied by a certificate of registration from the Secretary of a recognised Stud Book published in the country from which such animal was imported. All imported horses must be DNA tested for a parentage test prior to being imported and entry into the CCHSA stud book
26. For each animal born after 1<sup>st</sup> August, being the progeny of registered (numbered) parents, official application for registration must be received by 31<sup>st</sup> July of that breeding season. Failure to comply with this regulation shall incur a penalty fee of double that of the registration fee, in addition to the registration fee in respect of each animal, providing application is lodged within the following breeding season.
  - (a) Each such application shall be accompanied by a Certificate of Service as from the 1<sup>st</sup> August 1981, if the breeder is not the owner of the sire.
  - (b) After 24 months post foaling season, parentage is to be determined by three-way DNA identification (including progeny, sire and dam). All associated costs shall be borne by the applicant. After 36 months, post foaling season, an animal shall be ineligible for registration.
  - (c) The Society will only register or enter the progeny of stallions of which a Veterinary Certificate has been lodged with the Secretary stating that such sire is free from hereditary diseases and unsoundness as prescribed by Federal Council from time to time. This requirement applies to stallions born after the 1<sup>st</sup> August 1981.
  - (d) If born in Australia after 1<sup>st</sup> August 1982, be branded within twelve months of foaling or when sold, whichever is sooner; and
    - (i) If bred in the State of Queensland be branded with the breeder’s registered brand over a breeding number over the last numeral of the year of foaling.
    - (ii) If bred in a State of the Commonwealth of Australia other than Queensland, be branded on the near shoulder with the breeder’s brand and be branded on the off shoulder with the breeding number over the last numeral of the year of foaling.

**1.3 Stud Book Entry Regulations (Cont.)**

- (iii) The breeding number shall indicate the order in point of time in which the animal was foaled in relation to other animals (regardless of sex) of such first owner bearing the same brand and tendered for registration. No two foals of the same first owner shall be branded with the same number.

The year of ageing Clydesdales commences on 1<sup>st</sup> August each year. Imported Clydesdales are to be branded with the importer's brand.

27. Animals which are already recorded as progeny of their dams in the Stud Book must be registered as adults before their progeny can be accepted, if born prior to 1<sup>st</sup> August 1985.
28. Notification of transfer by the vendor within sixty days from date of sale of any animal registered or recorded in the Stud Book is compulsory. When a female is being transferred, it must be stated whether or not she has been served, and, if served, the name of the stallion and the date of service must be given. Such transfers must be made on the Society's official forms, in respect of all sales effected on or after 1<sup>st</sup> October 1925, and be lodged with the Secretary, together with the prescribed fee. Failure to comply with this rule will entail a penalty as determined from time to time per head on the vendor, in addition to the transfer fee, and no transfer for an animal will be accepted unless its registration has been completed.
29. Every breeder must register a separate stud name, of not more than two words and shall not exceed 16 characters, for use exclusively as a prefix to the names of animals bred by them. The final granting of any application for the registration of a stud name shall rest with the Federal Council, which will, as far as possible, safeguard stud names registered with the Clydesdale Horse Societies of Great Britain and Ireland, and New Zealand. (No fee). Each stud name must carry its own individual stud brand.
30. The purchaser of a stud shall have no right to the previous owner's prefix, except with the written sanction of the previous owner and with the approval of the Federal Council.
31. An animal's name shall not exceed 36 characters, including the breeder's prefix, which must be used and no stud prefix other than the breeder's will be permitted as any portion of the name. Names, once registered, cannot afterwards be changed.
32. No animal imported after 1<sup>st</sup> January 1927, will be accepted for registration while the name contains any registered Australian stud prefix, unless such animal had been named when recorded as a foal by the breeder in a recognised Stud Book published in the country where the animal was bred.
33. The breeder of an animal is the owner of its dam at date of foaling.
34. All deaths and castrations of registered animals must be notified within sixty days.
35. It shall be the duty of all Members to keep proper records of their stud breeding activities, such records to be open for inspection at any time by any person appointed by any Branch or the Federal Council.
36. Stallion Inspection – Provisional Certificate - A stallion cannot be inspected for a Certificate of Inspection before the age of 2 years. At 2 years a stallion can be inspected for a Provisional Certificate of Inspection and a DNA sample is to be collected and sent to be tested by the CCHS preferred laboratory. This number will be recorded on the Certificate of Registration. The Provisional Certificate will cover the stallion up to the age of 5 years, at which time it will expire. This inspection is not necessary if the stallion is not used for breeding purposes until over 5 years of age.
37. Life Certificate - From 5 years a stallion must be inspected for a Life Certificate of Inspection, if no DNA sample is on file at this time a sample must be collected if further progeny is to be registered. This number will be recorded on the Certificate of Registration.
- Please Note - The age of a colt or stallion is to be calculated from the 1<sup>st</sup> August.*
38. DNA Testing –
- (i) All stallions for breeding purposes born after the 1<sup>st</sup> August 2010 must be DNA tested at the time of Provisional or Life Certificate Inspection.
- (ii) DNA testing of females and parent verification is not compulsory but desirable.



# CCHSA - Section 1– Studbook & Membership

## 1.4 Membership

1. Any person interested in the breeding of Clydesdales desiring to become a Member of the Society shall forward their name and address and application for Membership, together with the amount of annual subscription as determined from time to time to the Secretary of the Society, and, on receiving their acknowledgement, shall become possessed of the rights and privileges of the Membership until the expiry of the then current financial year, subject to the approval of the Federal Council, which may, if deemed advisable, decline to receive any person as a Member without assigning any reason therefore.
2. Upon application to transfer the registration of an animal to a non-Member, said non-Member is granted free Membership of the Society for the remainder of the then current financial year. Free Membership can only be granted if the non-Member has never previously been a Member of the Society.
3. No Member whose subscription is in arrears shall be entitled to vote at any Meeting, be elected to any office, or enter animals in the Stud Book.
4. Any Member of the Society, who in the opinion of the Federal Council may be guilty of misrepresentation, deception, fraud or improper conduct in relation to the registry, entry in the Stud Book, ownership, age, record, sale or exhibition of any animal, or who may, in the opinion of the Federal Council, be guilty of any conduct or practice unbecoming a Member of the Society, or calculated to discredit the Society, may, after due enquiry, at which such Member shall be entitled to be present for the purpose of making any Statement in their defence, be declared by the Federal Council to have forfeited their Membership, and the said Council may, in its uncontrolled discretion cancel the registration of any or all animals appearing as their property in the Stud Book.
5. Any question or questions from time to time arising as to the interpretation of any of these Rules, or any question arising on any subject within the scope of the Society's authority not otherwise provided for shall be decided by the Federal Council, whose decision shall in such cases be final and binding on all Members, and all Members shall be bound by these Rules.
6. Life Member: A person who the Federal Council determines is worthy of Life Membership shall meet the following criteria
  - (1) Current Financial Member
  - (2) Contribution of nominee of CCHSA
  - (3) Service to promotional activities
  - (4) Executive positions held in State / Federal (Groups)
  - (5) Service to Members may include:
    - (a) Adjudication
    - (b) Field Days
    - (c) Exhibition Involvement
    - (d) Mentoring Roles
    - (e) Knowledge of the CCHSA
    - (f) Service and length of time on Committee of CCHSA / Other Roles
    - (g) Have owned, bred and shown Clydesdales within the CCHSA Membership
  - (6) Should any Member wish to nominate another Member for life Membership with the Society, a letter of intent is to be forwarded to the State Committee thirty (30) days prior to the State Annual General Meeting.

#### **1.4 Membership (Cont.)**

- (7) If nominations are endorsed at State level, such nominations are to be forwarded to the Federal Secretary prior to the next scheduled Federal Council Annual General Meeting.
  - (8) The Federal Council can bestow a Life Membership on a Member at any time if in its opinion they meet the criteria but have not necessarily been nominated by a State Committee.
7. The Secretary shall keep and maintain a register of Members in which shall be entered the full name, address and date of entry of the name of each Member and the register shall be available for inspection by Members at the address of the Secretary.
- (1) Any Member wishing to relinquish their Membership can do so by written notice to the Secretary of the Society, but no such decision shall relieve any Member from payment of any back subscriptions or other monies due by them to the Society at the time of such resignation.
  - (2) Upon the expiration of a notice given under sub-clause (1) the Secretary shall make in the register of Members an entry recording the date on which the Member by whom the notice was given, ceased to be a Member.
  - (3) Upon a Member failing to pay the required annual subscription within 60 days after the expiry of Membership (30<sup>th</sup> June) a re-joining fee set by the Federal Council must be paid to reactivate a previous Membership.
8. Any Member of the Society, who in the opinion of the Federal Council has refused or neglected to comply with the Rules of the Society or has been guilty of conduct unbecoming as a Member or prejudicial to the interests of the Society, will be subject to the Disciplinary Procedure.
- (1) Where disciplinary action is necessary, the Federal Secretary shall notify the Member of the reason. The first warning will be in writing and will be recorded in the Federal Council minutes.
  - (2) If the problem continues, the matter will be discussed by the Federal Executive and a second warning in writing will be given to the Member and recorded in the Federal Council minutes.
  - (3) If the problem continues, the Member will be invited to a Federal Council Meeting, for the purpose of making a Statement in their defence. If a final warning is to be given, then it shall be issued in writing and recorded in the Federal Council minutes.
  - (4) After resolution by the Federal Council, the Member may be:-
    - (a) Suspended from Membership of the Society for a specified period; or
    - (b) Expelled from the Society
  - (5) If the Member is a Federal Council Member, they are not entitled to vote.
  - (6) If after any warning, a period of twelve months elapses without any further warnings or action being required, all adverse reports relating to the warning must be removed from a personal file, if maintained.
  - (7) If a dispute should arise over the disciplinary action, the course of action to be followed is that of the Grievance Procedure.

## **2.1 Annual General Meeting**

- a) Each Branch of the Society in each calendar year must convene an Annual General Meeting of its Members
- b) The Annual General Meeting of Members must be held within 4 months of closure of financial year and be between the months of July or August
- c) All Meetings shall be held at a place, time and date decided by the Branch Management Committee
- d) At the Annual General Meeting at least 8 financial Members must be present to form a quorum
- e) An Audited balance sheet showing the financial position of the Branch shall be submitted to the Annual General Meeting, and a copy available upon request of a Financial Member. The Financial report can be circulated with the notice of such AGM (if a Branch desires) and a copy must be provided to the Federal Secretary. All accounts shall be audited annually by 2 persons independent to the Treasurer as the Committee shall appoint.
- f) Delegates to the Federal Council of the Branch shall be appointed at the Annual General Meeting in the following manner:-
  - Committee Members willing and able to attend or as appointed at the Branch AGM.
  - If insufficient delegates are available by this means then nominations from the floor and election by Members
- g) In the event of any appointed delegate being unable to attend a Federal Council Meeting he/she must notify the respective Branch President, who may appoint a substitute delegate, or may deputize to the appointed delegate the right to appoint a substitute, who shall have the same right to vote as the delegate whose place he/she is taking
- h) Annual General Meetings must include presentation of audited accounts and election of office bearers.

## **2.2 Committee of Management**

- (1) The affairs of the Branch shall be managed by a Committee of Management constituted as provided in Section 2.1.
- (2) The Committee:-
  - (a) shall control and manage the business and affairs of the Branch;
  - (b) shall have power to make regulations for the conduct of the affairs of the Branch and may deal with any question not provided for by the Rules, and may appoint sub-Committees for any purpose, but the Rules must not be altered unless at the Annual General Meeting, or a Special General Meeting called for that purpose; Members of Sub Committees must be financial Members.
  - (c) subject to these Rules, the regulations and the Act, has power to perform all such acts and things as appear to the Committee to be essential for the proper management of the business and affairs of the Branch;
  - (d) shall have the decision on all matters affecting the working of the Branch and shall be final, and the Chairperson to have a casting vote in addition to his vote as a Member of the Committee;
  - (e) may co-opt any person or persons whose services are deemed to be of special value in carrying out the objects of the Branch; and
  - (f) may elect as an honorary Member any person whom it shall consider to have advanced the interest of the breed.

**2.3 Election of Office Bearers**

- (1) The officers of the Branch shall be:-
  - (a) a President;
  - (b) 1 or 2 Vice-Presidents;
  - (c) a Secretary;
  - (d) a Treasurer (may be the Secretary)
  - (e) State Branches may choose to have non-voting Secretary or Treasurer
  - (f) Seven Ordinary Committee Members or as many as the Branch sees fit to appoint
- (2) Each officer of the Branch shall hold office until the Annual General Meeting next after the date of his election but is eligible for re-election.
- (3) In the event of a casual vacancy in any office referred to in sub-clause (1), the Committee may appoint a Branch Member to the vacancy and the Member so appointed may continue in office up to and including the conclusion of the Annual General Meeting next following the date of his/her appointment.
- (4) The Committee shall be elected at the first Meeting and thereafter annually by Members of the Branch present at the Annual General Meeting.
- (5) Nominations of candidates for election as President, Vice Presidents, Secretary or Treasurer of the Branch or as ordinary Members of the Committee:-
  - (a) shall be made in writing, signed by two Members of the Branch and accompanied by the written consent of the candidate (which may be endorsed on the form of nomination); and
  - (b) shall be delivered to the Secretary of the Branch prior to the commencement of the Meeting or sooner as the Committee directs.
- (6) If insufficient nominations are received to fill all vacancies on the Committee, the candidates nominated shall be deemed to be elected and further nominations shall be received at the Annual General Meeting.
- (7) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.
- (8) If the number of nominations exceeds the number of vacancies to be filled, a ballot shall be held.
- (9) The ballot for the election of officer and ordinary Members of the Committee shall be conducted at the Annual General Meeting in such usual and proper manner as the Committee may direct.
- (10) For the purposes of these Rules, the office of an officer of the Branch or of an ordinary Member of the Committee becomes vacant if the officer or Member:-
  - (a) ceases to be a Member of the Branch;
  - (b) becomes an insolvent under administration within the meaning of the Companies Code;
  - (c) resigns their office by notice in writing given to the Secretary; or
  - (d) shall be absent from three consecutive Meetings of the Committee without leave having been attained or an apology tendered.
  - (e) removed from the Committee by the majority of Members at a Special General Meeting.
- (11) Branches may elect or appoint a Patron if the Members so desire. This person need not be a CCHSA Member.

**2.4 Proceedings of Committee**

- (1) The Committee shall meet as often as it is deemed expedient at such place and such times as the Committee may determine.

**2.5 General Meeting**

- a) There will be a minimum of one (1) General Meeting per calendar year, held at the same time as the Annual General Meeting.
- b) All Members are entitled to attend the General Meeting.
- c) At a General Meeting, 8 Members shall form a quorum

**2.6 Special General Meeting**

- a) The Committee may, whenever it thinks fit, convene a Special General Meeting of the Branch to which all Members are entitled to attend.
- b) The Secretary shall on the requisition in writing of ten (10) of financial Members, convene a Special General Meeting of the Branch
- c) At a Special General Meeting of Members, 8 Members shall form a quorum.

**2.7 Notice of Meeting**

- a) Advanced notice of an impending Branch Meetings will be communicated to Members by the Secretary and /or via the Branch Newsletter.
- b) Members wishing to have agenda items included may contact the Branch Secretary, in time to allow him/her to, at least 14 days prior to the date of the proposed Meeting, send such notification to each Member on the register of Members, a notice, by post or electronic means, stating the place, the date, and the time of the Meeting and the nature of the business to be discussed.

**2.8 Proceedings at Meetings**

- a) All business that is transacted at a Special General Meeting, General Meeting and all business that is transacted at the Annual General Meeting with the exception of that specifically referred to in these Rules as being the ordinary business of the Annual General Meeting shall be deemed to be general business.
- b) No item of business shall be transacted at a Meeting unless a quorum of Members entitled under these Rules to vote is present during the time when the Meeting is considering that item.
- c) In the event of a quorum not being present within half an hour of the time appointed for calling the Annual General Meeting, General Meeting or any Special General Meeting, the President, or one of the Vice Presidents, or by resolution of one of those present, shall postpone the Meeting to such time and date as may be considered suitable
- d) The President, or in his/her absence, one of the Vice Presidents shall preside as Chairperson at each Meeting of the Branch. If the President and the Vice Presidents are absent from the Meeting, the Member's present shall elect one of their number to preside as Chairperson at the Meeting.

## **CCHSA - BY-LAWS - Section 2 – State Branches**

- e) Written notice of each Committee Meeting with particulars of business to be transacted thereat shall be served on each Member of the Committee by delivering it to them seven days before the Meeting.
- f) A question arising at a Meeting of the Branch shall be determined on a show of hands unless after the show of hands, a poll is demanded. If no poll is demanded, a declaration by the Chairperson that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, and an entry to that effect is made in the Minute Book of the Branch is evidence of the fact, without proof of the number or proportion of the votes recorded in favour of, or against that resolution.
- g) i) upon any question arising at a Meeting of the Branch, a Member has one vote only  
ii) All votes shall be given personally or by postal vote (if the Branch chooses this method)

Members of can vote via post on Committee nominations, and notices of a State Branch that allow postal voting, motion or can abstain from all/any of them.

It is suggested that if a Member is not familiar with a nominee and/or issue that it may be best to refrain from voting as they may not be in a position to make an informed decision - particularly regarding issues by which their participation in discussion may alter their views.

### **2.9 Postal Voting Procedure**

- (1) For State Branches that elect to do postal voting for their Annual General Meeting, nominations for positions and notices of motion must be sent to the Secretary at least 28 days prior to the Meeting. The Secretary is then to circulate them to Members 14 days prior to the Meeting.
- (2) Ballot papers are to be sent to the Secretary to reach him or her by last mail on the Friday before the scheduled Meeting on a Sunday in an unmarked envelope inside another envelope on which they identify themselves as a financial CCHS Member by putting postal vote and their name and address on the back of the envelope so it can ascertain that your vote is legitimate while still preserving the secrecy of your decision.
- (3) At the Meeting, the scrutineers will remove the inside envelope that cannot be identified. If the outside envelope is not identifiable the vote will be invalid, as the Secretary having no way of knowing if it is a double-up etc. There may be more sophisticated ways of affecting this procedure, but this is an efficient and cost-effective way as the Secretary does not need to send multiple addressed envelopes to all Members - some of whom may not wish to vote

### **2.10 Secretary**

- (1) The Committee shall elect or appoint a Secretary and fix the amount of salary to be paid to that officer if relevant.
- (2) The Secretary shall be the corresponding officer of the Branch.
- (3) The Secretary shall be subject to the direction, through the President, of the Committee and shall be responsible for the carrying out of all acts, decisions and transactions determined on by the Committee.
- (4) The Secretary shall issue notices of all Meetings and shall send a printed copy by mail or email to the address of each Member entitled to such notice, setting forth the matters to be discussed.

## CCHSA - BY-LAWS - Section 2 – State Branches

- (5) The Secretary shall be responsible for the records of cash, securities and financial records belonging to the Branch, as supplied by the Treasurer.
- (6) The Secretary of the Branch shall keep minutes of the resolutions and proceedings of each General Meeting and each Committee Meeting in books provided for that purpose together with a record of the names of persons present at Committee Meetings.

### 2.11 Treasurer

- (1) The Committee of the Branch shall elect or appoint a Treasurer, who:-
  - (a) shall collect and receive all moneys due to the Branch and make payments authorized by the Branch; and
  - (b) shall keep correct accounts and books showing the financial affairs of the Branch with full details of all receipts and expenditure connected with the activities of the Branch.
  - (c) All payments, cheques, bills of exchange, promissory notes and other negotiable instruments shall be electronically approved or signed jointly, by any two of, the President, Secretary, Treasurer or Public Officer or nominee.
    - (a) All accounts shall be paid by an agreed method by the Branch.
    - (b) All moneys shall be banked where the Committee shall direct.
- (2) The accounts and books referred to in sub-clause (1) shall be available for inspection by Members.
- (3) All accounts shall be audited annually by 2 persons independent to the Treasurer as the Committee shall appoint.
- (4) The Treasurer shall be responsible for the cash and securities belonging to the Branch.

### 2.12 Removal of Committee Member

*Removal of a Committee Member because of a Disciplinary Action (reference 7.4 Rules of Incorporation)*

- (1) The Branch in general Meeting may by resolution remove any Member of the Committee before the expiration of their term of office and appoint another Member in their stead to hold office until the expiration of the term of the first mentioned Member.
- (2) Where the Member to whom a proposed resolution referred to in sub-clause (1) makes representations in writing to the Secretary or President of the Branch (not exceeding a reasonable length) and requests that they be notified to the Members of the Branch, the Secretary or the President may send a copy of the representations to each Member of the Branch or, if they are not to be sent, the Member may require that they be read out at the Meeting, in accordance with the grievance procedures policy.

### 2.13 Common Seal

- (1) The common seal of the Branch shall be kept in the custody of the Secretary.
- (2) The common seal shall not be affixed to any instrument except by the authority of the Committee and the affixing of the common seal shall be attested by the signatures either of two Members of the Committee or of one Member of the Committee and of the Secretary.

#### **2.14 Alteration of Rules & Statement of Purposes**

- (1) These Rules and the Statement of Purposes of the Branch shall not be altered except in accordance with the Federal Council.
- (2) Branches may submit changes for consideration to the Federal Council under notice of motion procedures.

#### **2.15 Notices**

- (1) A notice may be served by or on behalf of the Branch upon any Member either personal, email or by sending it by post to the Member at the address shown in the Register of Members.
- (2) Where a document is properly addressed, prepaid and posted to a person as a letter, the document shall, unless the contrary is proved, be deemed to have been given to the person at the time at which the letter would have been delivered in the ordinary course of post.

#### **2.16 Winding Up or Cancellation**

In the event of the winding up or the cancellation of the Branch, the assets of the Branch shall be held in trust by the Federal Council or disposed of in accordance with the Members and provisions of the Act.

#### **2.17 Custody of Records**

Except as otherwise provided in these Rules, the Secretary shall keep in their custody or under their control all books, documents and securities of the Branch.

#### **2.18 Funds**

The funds of a Branch shall be derived from annual subscriptions, donations, sponsorships and such other sources as the Committee determines

- a) Both Council and each of the State Branch Committees shall maintain a bank account(s) and all monies received shall be paid into the appropriate account.
- b) Each bank account shall be in the name of the Society Branch and shall only be operated by such persons as Council or the relevant State Branch Committee from time to time directs. Council may not operate a State Branch bank account.



### 3.1 Federal Judges Panel Assessment Process

- CCHS State Branches are to nominate Members to Federal Council who are recommended or deemed suitable for inclusion to be assessed for the Federal Judges Panel. Applicant's must be endorsed by their own State Branch each time when nominated for Federal assessment.
- Federal Council is to discuss and vote on nominees' suitability and decide where and when an assessment will take place.
- The Federal President is to arrange a suitable day and time for the assessment.
- Three independent assessors will be appointed from the Federal Judges Panel.
- Applicant's will be notified in writing by the Federal Secretary as to the time and place of the assessment.
- The State President is to arrange suitable horses (minimum of three) for the assessment class and also a suitable venue.
- Assessors are to notify the Federal President of the assessment result. The applicant's will be notified by the CCHS Federal Secretary in writing within 14 days from assessment.
- The CCHS Federal Secretary will also notify the applicant's respective State Branch within 30 days following the assessment.
- Following successful assessment of the applicant and presentation of a current Working with Children accreditation, the Federal Executive will give final approval before adding the candidate's name to the Federal Judges Panel.
- The Unsuccessful applicants are eligible for reassessment after 2 years following their previous assessment. The unsuccessful applicant and can apply to the Federal Council for reassessment.
- Upon further assessments at least one Member of the previous assessment panel is to be one of the three adjudicators.
- All applicants are to present themselves suitably attired for judging.
- The assessors' decisions are deemed final and no appeal process will be accepted.
- It is CCHS policy that all Federal Judges must have a current Working with Children (WWC) or each State equivalent accreditation to be included on the panel.

### 3.2 State Judges Panel Assessment Process

- That a Probationary Judge be required to attend, to each of the Panel Judges' satisfaction, a minimum of 3 Shows or Judging Training Days. It is also expected that a number of different Senior Judges be 'shadowed' under this mentoring process so that a broad experience be gained.
- That any nomination of a Probationary Judge for State Assessment be approved by a Panel of 3 Judges established by the State President - at least 1 Federal Judge and 2 others - State or Federal level.
- That the Assessment Process include the Probationary Judge's knowledge of **Breed Character and Standards**, Conformation, Unsoundness, Movement and Action, Ring Etiquette and the General Knowledge of the Clydesdale Breed's origins and traditions.

- Nominations must be provided to the respective Branch Secretary prior to its Annual General Meeting for consideration and deliberation by the Members in attendance at the Annual General Meeting.
- The State President or nominee is to arrange suitable horses (minimum of three) for the assessment class and also a suitable venue.
- Assessors are to notify the State President of the assessment result. The applicant's will be notified by the Branch Secretary in writing within 14 days from assessment.
- Upon the Successful completion of a Practical and Oral Assessment, the Assessment Panel would then nominate the Member to be placed on the State Panel of Judges.
- As Ambassadors of the Breed, a Panel Judge is required to maintain the high standards befitting the title in the promotion of the Clydesdale Horse.
- The role of any Panel Judge is to further the knowledge and understanding of the Clydesdale Horse.
- The unsuccessful applicants retain the right for a reassessment minimum 12 months following their previous assessment.
- The unsuccessful applicants are eligible for reassessment minimum 12 months following their previous assessment. The unsuccessful applicant and can apply to the State Branch for reassessment.
- Upon further assessments at least one Member of the previous assessment panel is to be one of the three adjudicators.
- All applicants are to present themselves suitably attired for judging.
- The assessors' decisions are deemed final and no appeal process will be accepted.
- It is CCHS policy that all State Judges must have a current Working with Children (WWC) or each State equivalent accreditation to be included on the panel

### 3.3 Protective Head Gear (with Ridden Events)

Competitors, when mounted anywhere within the perimeter of the grounds, including all public areas, must wear an equestrian helmet approved by the current Standards Association of Australia, and which must be securely fastened under the chin.

### 3.4 Age Groups

**Age Group** for competitions are as follows:

- Junior Competitors' are deemed to be under the age of 18 years at the time of the activity sanctioned by the CCHS,

And must have:

- The written consent of a parent or legal guardian before a Junior Competitor is able to partake in CCHS activities.
- Paid a fee known as a Junior Competitors Levy which will be required to be paid and received by the Federal Secretary, so they may partake in Society events if the Junior is not a financial Member of the CCHS in his or her own right.

### Appendixes & Policies

- Appendix 1 - CCHSA - Code of Conduct
- Appendix 2 - CCHSA – Bullying Policy
- Appendix 3 - CCHSA – Social Media Policy
- Appendix 4 - CCHSA – Hot Weather Policy
- Appendix 5 - CCHSA – Cross Bred Recording Regulations
- Appendix 6 - CCHSA – Event Plan & Risk Management (*Available upon application*)